

Our Lady of the Lakes Pastoral Plan

May, 2014

Planning for the future must be based on current reality and what we can realistically expect. These are the realities which guided our efforts:

- A priest must preside in order for the Eucharist to be celebrated.
- The Code of Canon Law for the Universal Church requires that each priest may preside at no more than three Masses of Sunday obligation (including Saturday Masses of anticipation) on a given weekend.
- OLOL currently has only two full-time priests as well as a two part time retired priests, serving as sacramental ministers, assigned by the bishop.
- Most retired priests are celebrating Masses to “take up the slack” but infirmities due to advancing age will further restrict their ability to preside, or at least to travel
- Our Lady of the Lakes encompasses four worship sites covering an area of approximately 600 square miles.

A Single Parish Structure

Our Lady of the Lakes Parish Pastoral Council

- Consultative body to the Pastor
- Forms community as a sign and witness of unity for the entire parish community
- Provides recommendations for parish priorities, directions and policies through pastoral planning
- Promotes communication, understanding, and collaboration among parish organizations and between the parish, the diocese, and the universal Church
- Membership:

Council members are expected to commit to both monthly meetings and to undertake leadership for the many tasks and issues facing the Pastor and the Council.

- At least two from each worship site. Then, weighted by the number of parishioners at each worship site, St. Jan's would have one additional member on council, and St. Mike's would have three additional members. The total Council membership would be 12.
- The Pastor may appoint 3 additional members at his discretion,

0 Ex-officio members: Business Manager, Director of Faith Formation, Principal of St. Michael School

Our Lady of the Lakes Finance Council

- Consultative body to the Pastor
- Advises the Pastor regarding stewardship of parish financial resources

- Provides counsel and assistance in the following areas:
 - Developing and overseeing the process for determining and approving the annual parish budget
 - Providing analysis of current financial reports
 - Assisting in the development, format, and presentation of an annual report to the parish community
 - Developing a long-range financial plan for funding operational and capital needs in the parish
 - Providing analysis regarding fiscal implications of proposed goals, strategies, and programs
 - Providing consultation to the Pastor regarding financial actions requiring the bishop's approval
- Minimum of one member from each worship site's finance *team*
- Staff to the Finance Council: Business Manager

Future Weekend Worship and Locations for Ministry/Worship

We anticipate maintaining 4 worship sites (plus Keuka College) until either a change in the availability of priests or financial realities necessitate reducing the number of buildings we keep open. The Finance Council and Business Manager will continue to track the collection revenues coming from each worship site, the percentage that goes into building maintenance versus ministry, and whether the local worship site is able to generate its share of total parish income. We recommend that currently existing CD's or savings in each current worship site be designated as funds to support that local worship site as long as it is open. This information will be shared with the Pastoral Council and with parishioners at large.

When there is a change in the availability of priests or when financial realities necessitate reducing the number of buildings we keep open, we will discern the viability of each worship site in the areas of worship, financial support to the parish & involvement in the committees & teams of the parish & the particular worship site. The sites will be located at St. Michael, Penn Yan ;St. Januarius, Naples; St. Theresa, Stanley and St. Patrick, Prattsburgh. All unused buildings will either be sold or utilized by another entity whose activities are not in conflict with the mission of the Church.

With two priests assigned to Our Lady of the Lakes, and with the assistance of a retired priest, there will be seven weekend Masses among the remaining sites except during the winter months, when the Mass schedule will be reduced to six Masses. The Pastoral Council will consider a Mass schedule if only 2 priests are available, without the help of retired priests.

Proposed Our Lady of the Lakes Leadership and Administration

Projected Staff

- Priests

- Deacons
- Business Manager
- Pastoral Associate (added when financially possible)
- Director of Faith Formation (part time)
- Youth Minister (part-time— based on need & added when financially possible)
- Office and maintenance staff as needed

Parish-wide Committees

Catechetical Formation Committee

- **Catechetical Formation Committee**
- Members from each worship site, Pastor, and Director of Faith Formation
- Recommends direction for religious instruction for children and adults
- Coordinates with faith Formation Director, Sacramental Preparation Programs
- Coordinates parish-wide programs
- Provides training for teachers, RCIA leaders, etc.
- Submits combined annual budget to Finance Committee and Business Manager
- Promotes small Christian communities

The Director of Faith Formation will work with the Catechetical Formation Committee, parents catechists, and parishioners to make appropriate changes to the program, particularly for children, families and adults.

Liturgy Committee

- Members from each Liturgy Team, Priests
- Decides direction for Liturgy based on input from Liturgy Teams
- Sets liturgical themes for seasons to be implemented at each worship site
- Coordinates parish-wide programs (including Holy Day celebrations)
- Assures training for liturgical ministers in collaboration with the priests and staff
- Solicits annual budget requests from Liturgy Teams
- Submits combined annual budget to Finance Committee and Business Manager

Social Ministry Committee

- Members from each worship site, and Pastor (or his representative)
- Decides direction for Social Ministry (based on consultation with Pastoral Council)
- Coordinates parish-wide programs at each worship site
- Provides training for social ministry in collaboration with the priests and staff
- Prepares and submits annual budget to Finance Committee and Business Manager

Buildings & Grounds Committee

- Members from each worship site, and Pastor or his representative
- Director of Maintenance & business manager
- Coordinates maintenance schedules for each worship site
- Assesses building conditions for each worship site

Stewardship Committee

- Members from each worship site, and Pastor or his representative
- Conducts annual Stewardship weekend at the worship site
- Promotes the education of Time, Talent & Treasure at the worship site
- Promotes the registration of faithful parishioners
- Prepares and submits annual budget to Finance Committee and Business Manager

Evangelization Committee

- Members from each faith community, Pastor or his representative
- Motivates parishioners to be evangelizers within their faith communities
- Does follow up on families(who belong to the parish) & have had a child baptized
- Prepares and submits annual budget to Finance Committee and Business Manager

Individual Worship Site TEAMS

Teams of parishioners are needed at each worship site

- Each team should consist of at least 2 parishioners
- Each team can rotate representative to the corresponding Parish Committee
- Each team must keep minutes of their meetings and record attendance
- A parishioner should not be on more than 2 Teams

Care of the Community Team

Serves as bridge in communication among the members of a worship site, the Pastor and staff, and the Pastoral Council, especially with regard to raising concerns and sharing ideas.

- Planned meetings should be communicated to the Pastor, well in advance of the meeting date.
- All meetings should involve the Pastor or his representative
- Communicates news from Parish Council and other Committees to the worship site members
- Discusses the needs of the worship site and identifies possible solutions to potential problems
- Helps worship site members transition to a single parish (e.g. arrange transportation as needed to Masses, faith formation programs, etc.)
- Pays attention to who is missing, contacts them to hear their concerns and needs, encourages them to remain within Our Lady of the Lakes
- Team should meet at least 3 times per year.

This Care of the Community Team may form other Teams at each worship site, as needed

Some of those teams may include:

Liturgy, Stewardship and Evangelization, Ministry, Facilities, and Hospitality Teams

- Includes a representative to appropriate parish-wide Committee
- Implements the activities of the parish Committees, at the worship sites
- Provides suggestions/requests to parish Committees

The vitality of each worship site is vital to the welfare and growth of the parish. Each year a review will be undertaken for each worship site, looking at attendance and cooperation of each worship site with the goals set by the Pastoral Council. Ongoing lack of vitality should bring discernment about the future of the worship site/worshipping community.

Other Considerations

Possibility of having “Team Night” at each worship site where all teams would meet on the same night to coordinate efforts, plans and implementation of projects.

A written document describing the meaning and purpose of each Committee and Team should be developed. This is to help promote and explain to parishioners what the Committee/Team is about. These can be developed through material found on the diocesan website; going online to see what other parishes have developed. **Present members of the Pastoral Council will undertake this endeavor.** These are to be developed BEFORE parishioners are asked via Stewardship Weekend to volunteer for a Team. Again as stated in *Rebuild*, before we ask people to do things, it must be clear what we want them to do, give them proper training & direction.

There should also be at least ONE goal established that all worship sites are active and involved with that offers the opportunity for all parishioners to gather.

Another is to establish small sharing groups that meet either over the summer or during Lent, with a general gathering of all who participated in the groups at a closing event.

Our Lady of the Lakes and St. Michael School

St. Michael School has been a vital ministry in our area for 132 years, and has served students and families not only from St. Michael's, but also from other parishes within Our Lady of the Lakes. In addition, the school provides a quality education to many non-Catholic families. Today, St. Michael School is the largest out-reach ministry of Our Lady of the Lakes, teaching the youth in our communities about Christ. Questions of enrollment and viability are being aggressively addressed, and the value of our current ability to provide a Catholic Education to all children is given every opportunity to flourish. We believe that the OLOL Pastoral Council and the OLOL Finance Council have made the integration of St. Michael School a high priority in our parish.

Our Lady of the Lakes and Catholic Campus Ministry at Keuka College

Dialogue with students and the chaplain at Keuka College, and weekly mass attendance at the College site continues to lead us to a fluid plan for serving the students at Keuka . Currently, the plan calls for:

- helping them take an active role in worship and community at the college site
- providing a number of special liturgies and services on campus through the year
- meeting and planning periodically with chaplain and students

LITURGY TEAM SUGGESTIONS

1. Each worship site should have a binder that has an undated listing of:
 - Readers
 - Eucharistic Ministers
 - Altar Servers
 - Ushers/Greeters

These listing might also have marked if the person is year round or a “snow bird”.
The listing of who does the training for the various ministries.

2. The binder should also contain photos of the worship site during the various seasons of the liturgical year.
 - The location of decorations used during the seasons would also be helpful.
 - The listing of people who help to decorate.
3. Each team will be invited to go through an evaluation of its worship/liturgy at its worship site.

MINISTRY TEAM

Purpose

- Identify & meet the ministerial needs of the parishioners of the worship site & the community as they arise

Responsibilities

- Communicate identified needs with the team members
- Determine efforts necessary to meet the identified needs
- Seek the assistance & guidance of church members to meet the identified needs
- Report to the Our Lady of the Lakes Social Ministry Committee

Examples of ministry include but are not limited to the following activities:

- Visiting the homebound, hospitalized or those in need of visitation for various reasons. Notifying parish staff if someone is in the hospital.
- Bringing the Eucharist to the homebound or hospitalized
- Contacting those in need by phone or sending cards
- Assisting the elderly with transportation/ MD visits
- Volunteering with Mobile Food Distribution
- Preparing meals for the sick, funerals, etc.
- Drawing up a list of homebound parishioners for each worship site
- Plan a communal anointing service for each worship site or do The Anointing of the Sick after weekend Masses on a rotational bases

CARE OF THE COMMUNITY TEAM

PURPOSE: To insure that each worship site is taking care of the needs of parishioners at that particular worship site.

COMPOSITION: A member of the Parish Pastoral Council; a member of the ministry, liturgy team; a representative of who handles the hospitality ministry at each worship

site & Homebound ministry. Eventually a member of the Evangelization & Stewardship each would be a member. St. Michael's should include a rep from the school.

RESPONSIBILITIES: To conduct at least three times a year listening sessions for the worship site to hear the concerns of parishioners concerning ministry at the worship site.

Like in the Acts of the Apostles when the needs of the Greek speaking Christian widows were not being met, the first deacons were appointed to minister to them. Where are the areas that each worship site need to be concerned with & how does the parish fill these needs.

The fulfilling of these needs would take place within each worship site & also be communicated to the Parish Pastoral Council where other worship sites may benefit from the information shared.

PROPOSED GOALS/STANDARDS

Goal : To strengthen the ministry of Our Lady of the Lakes Parish to become a community of vibrant worship, an evangelizing parish which practices stewardship locally & to the larger Church.

Standard: Implementation of the Pastoral Plan

1. Have the parish Council agree on the revised plan no later than May, 2014.
2. Schedule sessions at each worship site **during** weekend Masses to explain to parishioners the reasons for the changes in the Pastoral Plan & how they will be asked to help. This should be done by the end of June, 2014.
3. Pastoral Council discerns how much of the plan should be implemented each year over the next 3 years. Done by end of May, 2014
4. Present Pastoral Council discerns how long it will continue to serve.
Encouragement of each worship site to recommend 1 person from each site to become part of the present council & to serve in a transitional role for the next 2 years. Done by end of **June**, 2014

Standard: Establishment of the Parish Committees & Worship Site Teams (WST)

1. Parish Council members will be asked to volunteer for sub committees to prepare information material to explain the meaning & purpose of the various committees & teams. This material will be used for recruitment purposes & education of parishioners. This is important so that each committee & team will know what its duties & responsibilities are. Initial goals for each committee & team could also be suggested in this work.
This should be done by the end of June, 2014.
2. Plans should be undertaken to have Stewardship Weekend at each of the worship sites on a staggered bases. Begun by early **August**, 2014.
 - a. The Stewardship volunteer form needs to be determined for each worship site. Initially the simpler the better. Establish number of ministries/activities to be listed initially.

- b. Determination of whom & how the volunteer forms will be processed & who will be responsible for contacting the volunteers & their training. Need to be set up before the Stewardship Weekend(s) are scheduled.

3. Each worship site take the 7 characteristics of a Pastoral Council (Mary Ann Gubish book on Revisioning The Parish Pastoral Council) (Sunday Eucharist; Leadership; Evangelization; Stewardship; Word; Worship; Service; Community) & do the evaluation of the elements **at** that worship site. Could be done with the Care of the Community Team along with other teams from the worship site.

Goal: Build the worshipping sites into one parish community.

Standard: Establish small faith sharing groups for the Lenten program of 2015.

1. With pastor & or representative & representative from each worship site, look at options for small group sharing in parishioner homes & or worship sites. (Ash Wednesday is Feb. 18; Easter is Apr. 5, 2015) Should be done by end of October, 2014
2. Advertising & sign up for program to be done by the end of December, 2015.

Standard: An activity be planned & actively promoted by all worship sites which takes precedence over any other activity done at any of the worship sites. To be done in 2015.

1. Pastoral Council may establish what is to be done or input may be sought from parishioners concerning the event & its timing. Should be done by Dec. 2014.
2. A committee made up of representatives from each worship site is to be set up to implement this activity. Should be done by end of Dec. 2014.